

13 October 1981

MEMORANDUM FOR: President, Employee Activity Association

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FROM : [REDACTED]
Executive Officer, Employee Activity Association

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SUBJECT : Sustained Superior Performance Award -
[REDACTED]

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1. [REDACTED] has been employed as a bookkeeper by the EAA since May 1968. She has steadily grown in competence, knowledge and proficiency and truly does an outstanding job of keeping the EAA books and advising EAA management. While the recent Audit Report of 1980 EAA operations is the fruit of the labors of many, a large portion of the credit for this favorable report goes to [REDACTED]. My respect for her and the manner in which she performs her work has come not only from my long-term observation of her efforts but also from the favorable comments of others. They include various members of the audit staff, a representative of the Virginia Unemployment Compensation Division, and two auditors of the Internal Revenue Service. Each has volunteered the same comment that if all books were kept in as good an order as [REDACTED] does for EAA, their work would be greatly simplified.

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2. Were [REDACTED] an employee of CIA, she would certainly be deserving of recognition for her sustained superior performance. Since she is an EAA employee, I believe that the Association should give her similar recognition. I therefore recommend that she be awarded \$500 as an EAA "Special Accomplishment Award" for her sustained superior performance and dedicated contribution to the Association.

STAT

APPROVED:

President, EAA

Date

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- 1 - BSD/EAA

Date
 13 October 1981

(Name, office symbol, room number, building, Agency/Post)	Initials	Date
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2. Assistant to the President, EAA	<i>EF</i>	10/14
3. President, EAA		
4. DD/SP - <i>See discussion</i>		
5. Executive Officer, EAA		

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Coordination	Justify	

REMARKS

#3 FULLY CONCUR - [Redacted] is OUR
 BREAD & BUTTER. STAT

Recommend approval.
EF

agree
FB

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FROM: (Name, org. symbol, Agency/Post) Executive Officer, EAA	Room No.—Bldg. Phone No.
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